

221560-~~2104~~
1710

Director of Training

25 May 1959

Chief, Management Staff

Management Staff Study of Special Services Branch,
[REDACTED]

25X1A6a

25X1A6a

1. In response to your memorandum of 19 November 1958, this Staff has studied the workload in the Special Services Branch, [REDACTED]. In making this study, we have analyzed the character of the workload, its distribution, and some of the procedures in the Special Services Branch particularly as these factors bear on staffing requirements.

2. The attached report includes suggestions for possible future use, as well as recommendations for current action. To provide full basis for your consideration and/or action, the text to the report present in some detail relevant information developed during the study.

3. Action on the recommendations in this study, with the exception of a possible T/O change and the long range accounting changes in recommendation e, is within the responsibility of the Office of Training. Accordingly, this Staff will take no further action unless specifically requested by you.

25X1A

4. Accounting for Staff [REDACTED] operations constitutes a significant portion of the work in the Special Services Branch. We are, therefore, sending information copies of the basic report, and of Sube F and G, to the Audit Staff and to the Technical Accounting Staff, Office of the Comptroller.

Signed

25X1A9a

25X1A9a

Mgt/S- [REDACTED] (25 May 59)

Distribution:

- Orig & 1 - D/TR (w/1 set att.)
- 1 - C/TAS (w/att. F, G)
- 1 - C/Audit St. (w/att. F, G)
- 1 - Ch. [REDACTED] (w/1 set att.)
- 2 - Mgt/S (w/1 set att.)

- 1 - Mgt/S File (w/1 set att.)
- 1 - Mgt/S Chrono (No Att.)

25X1A6a

25X1A

~~SECRET~~

~~CONFIDENTIAL~~